

SUMMER '89

TYLER JUNIOR COLLEGE
CLASS SCHEDULE

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TJC Summer 1989 Calendar

Registration Steps

- 1 Complete an admissions application and turn in to Registrar's Office, Jenkins Hall.
- 2 Obtain registration permit in Registrar's Office.
- 3 Receive advisement and placement tests from counselor/faculty advisor if needed. Prepare trial schedule.
- 4 Go to Gentry Gym at assigned time for class selection.
- 5 Complete registration, pay fees, secure ID card and parking permit at Gentry Gym.

MAY/
JUNE

M	T	W	Th	F
22	23	24	25	26
Obtain Registration Permit (May 22-26) Obtain registration permit in Registrar's Office. 8 a.m. to 7 p.m., Monday through Thursday.				
29 Memorial Day Holiday Offices Closed	30 Registration *Gentry Gym (inside HPE Center) at assigned time or any time thereafter.	31	1 First day of classes. Late Registration *Gentry Gym (inside HPE Center), 1-7 p.m.	2 Late Registration *Registrar's Office 9 a.m. to 4 p.m.
5 Late and Audit Registration *Registrar's Office 9 a.m. to 7 p.m.	*Fees must be paid upon completion of registration to reserve class selections.			

Summer Session I

JULY

M	T	W	Th	F
3	4 Offices Closed	5	6	7
Obtain Registration Permit (June 28-July 10) Obtain registration permit in Registrar's Office. 8 a.m. to 7 p.m., Monday through Thursday.				
10	11 Registration *Gentry Gym (inside HPE Center) at assigned time or any time thereafter.	12	13 First day of classes. Late Registration *Gentry Gym (inside HPE Center), 1-7 p.m.	14 Late Registration *Registrar's Office 9 a.m. to 4 p.m.
17 Late and Audit Registration *Registrar's Office 9 a.m. to 7 p.m.	*Fees must be paid upon completion of registration to reserve class selections.			

Summer Session II

Special Programs Registration

Check class schedule areas.

This class schedule of classes is subject to change, including assignment of instructors and class locations.

Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Membership in this accrediting association makes possible the transfer of credit for work done in Tyler Junior College to other accredited colleges and universities.

Class Schedule

Subject	Description	Day	Hour	Room	Instructor	Subject	Description	Day	Hour	Room	Instructor							
Criminal Justice																		
CJ 213A 01	Crm Investgtn	MTWH	11:20- 1:20	T312	K. English	HPE 111 01	Fresh Hlth PE	MTWH	9:10-11:10	HPE208	Staff							
CJ 213B 01	Lgl Aspt Lw Ef	MTWH	9:10-11:10	T312	K. English	HPE 111 02	Fresh Hlth PE	MTWH	1:30- 3:30	HPE207	Staff							
Dental Hygiene																		
(Students registering for Dental Hygiene courses must also register for the appropriate lab.)																		
DH 112 01	Intro Dntl Hyg	MTW	2:20- 4:40	T109	Staff	HPE 211L 01	Weight Traing	MTWH	3:40- 5:40	WG WTR	Staff							
DH 112 11	In Dntl Hy Lab	TBA		T109	Staff	HPE 211Q 01	Golf	MTWH	9:10-11:10	HPE207	Staff							
DH 212P 01	Periodontology	MTW	8:30-10:50	T109	Staff	HPE 211W 01	Racquetball	MTWH	11:20- 1:20	HPE131	Staff							
DH 212P 11	Periodontology	H	8:30-12:00	T115	Staff	HPE 213A 01	First Aid	MTWH	7:00- 9:00	HPE208	Staff							
		H	1:00- 4:00	T115	Staff	HPE 221B 01	Bsktbl-Sftball	MTWH	1:30- 3:30	GG169	Staff							
Economics																		
ECO 213 01	Prin of Econ	MTWH	7:00- 9:00	J204	R.P. Nolan	HPE 221L 01	Weight Traing	MTWH	3:40- 5:40	WG WTR	Staff							
ECO 213 81	Prin of Econ	MTWH	5:30- 7:30 N	J204	J.F. Barnes	HPE 221R 01	Aerobic Dance	MTWH	11:20- 1:20	HPE153	Staff							
ECO 223 02	Econ Problems	MTWH	9:10-11:10	J204	R.P. Nolan	HPE 223D 01	Drug Use-Abuse	MTWH	9:10-11:10	HPE208	Staff							
ECO 223 81	Econ Problems	MTWH	7:40- 9:40 N	J204	J.F. Barnes													
Electronics																		
ELC 113L 01	Int DC and Dgl Cr	MTWH	8:00-12:10	T229	Staff	HST 113A 01	Ws Civ Med Tms	MTWH	7:00- 9:00	J208	E.A. Rye							
ELC 123S 01	Sft Dev for Mcprsr	MTWH	12:40- 4:50	T229	Staff	HST 213 00	Hist of the US	TBA	ON TV	Staff								
*ELC 213C 01	Lin Integ Circ	MTWH	8:00-12:10	T230	Staff	HST 213 04	Hist of the US	MTWH	7:00- 9:00	J209	M.T. Collins							
*ELC 213C 02	Lin Integ Circ	MTWH	12:40- 4:50	T230	Staff	HST 213 01	Hist of the US	MTWH	9:10-11:10	J207	E.A. Rye							
ELC 223G 02	Elec Powr Dist	MTWH	8:00-12:10	T118	Staff	HST 213 02	Hist of the US	MTWH	9:10-11:10	J209	M.T. Collins							
ELC 223G 01	Elec Powr Dist	MTWH	12:40- 4:50	T118	Staff	HST 213 03	Hist of the US	MTWH	11:20- 1:20	J205	Staff							
Engineering																		
EGR 112 01	Engr Drwg	MTWH	11:20- 2:10		Staff	HST 213 81	Hist of the US	MTWH	5:30- 7:30 N	J208	P.E. Jones							
English																		
(Students registering for English 113 are required to present acceptable ACT/SAT scores, complete the Tyler Junior College Placement Test with acceptable scores, or show credit for English 013E before being admitted.)																		
ENG 013E 01	Develp English	MTWH	11:20- 1:20	AVL4	Staff	HST 213 82	Hist of the US	MTWH	7:40- 9:40 N	J207	P.E. Jones							
ENG 013E 82	Develp English	MTWH	7:40- 9:40 N	AVL4	Staff	HST 223 03	Hist of the US	MTWH	7:00- 9:00	J205	S.H. Watson							
*ENG 113 01	Comp and Rhet	MTWH	7:00- 9:00	J218	P.H. Buck	HST 223 01	Hist of the US	MTWH	9:10-11:10	J205	S.H. Watson							
*ENG 113 09	Comp and Rhet	MTWH	7:00- 9:00	FA101	Staff	HST 223 02	Hist of the US	MTWH	9:10-11:10	J208	Staff							
*ENG 113 02	Comp and Rhet	MTWH	9:10-11:10	J218	C. Hendon													
*ENG 113 05	Comp and Rhet	MTWH	9:10-11:10	J202	P.H. Buck	LA 113A 01	Into Legal Sym	MTWH	9:10-11:10	T313	C.L. Braymer							
*ENG 113 07	Comp and Rhet	MTWH	9:10-11:10	J206	Staff	LA 123 61	Legal Writing	MTWH	5:30- 7:30 N	T313	C.L. Braymer							
*ENG 113 08	Comp and Rhet	MTWH	9:10-11:10	FA100	Staff	Legal Assistant												
*ENG 113 04	Comp and Rhet	MTWH	11:20- 1:20	J206	Staff													
*ENG 113 06	Comp and Rhet	MTWH	11:20- 1:20	FA101	C. Hendon	MGT 113B 01	Prin of Mangmt	MTWH	9:10-11:10	T247	M.C. Cassell							
*ENG 113 86	Comp and Rhet	MTWH	5:30- 7:30 N	J218	M. Adams	MGT 113B 71	Prin of Mangmt	MTWH	5:30- 7:30 N	T247	Staff							
*ENG 123 03	Comp and Rhet	MTWH	5:30- 7:30 N	FA101	Staff	MGT 223 01	Salesmanship	MTWH	11:20- 1:20	T247	M.C. Cassel							
*ENG 123 01	Comp and Rhet	MTWH	7:00- 9:00	J206A	N.R. Byrum	MGT 223 81	Salesmanship	MTWH	7:40- 9:40 N	T247	Staff							
*ENG 123 04	Comp and Rhet	MTWH	9:10-11:10	J203	N.R. Byrum													
*ENG 123 02	Comp and Rhet	MTWH	11:20- 1:20	J206A	S.H. Harrison	Mathematics	(In order to better assure students of a chance of successful completion, a Mathematics Placement Test will be administered to all students enrolling in their first college mathematics course.)											
*ENG 123 82	Comp and Rhet	MTWH	7:40- 9:40 N	J206	Staff	MTH 013D 01	Dev Math	MTWH	11:20- 1:20	P100	Staff							
*ENG 213 03	World Lit	MTWH	7:00- 9:00	J105	B.A. Perkins	MTH 013D 71	Dev Math	MTWH	5:30- 7:30 N	P100	Staff							
*ENG 213 01	World Lit	MTWH	9:10-11:10	J200	M.P. Steigman	MTH 013E 01	Pre Algebra	MTWH	9:10-11:10	P100	Staff							
*ENG 213 04	World Lit	MTWH	9:10-11:10	J105	B.A. Perkins	*MTH 013L 01	Intro Algebra	MTWH	7:00- 9:00	P100	Staff							
*ENG 213 02	World Lit	MTWH	11:20- 1:20	J200	M.P. Steigman	*MTH 013L 02	Intro Algebra	MTWH	9:10-11:10	P101	Staff							
*ENG 213 81	World Lit	MTWH	5:30- 7:30 N	J200	Staff	*MTH 013L 03	Intro Algebra	MTWH	11:20- 1:20	P101	Staff							
*ENG 223B 82	Tech Rep Wrtg	MTWH	7:40- 9:40 N	J200	M. Adams	*MTH 013L 81	Intro Algebra	MTWH	7:40- 9:40 N	P101	Staff							
Fire Protection																		
FPT 223A 71	Fire Adm II	MW	5:30- 9:40 N	T314	Staff	*MTH 113 01	Inter Algebra	MTWH	7:00- 9:00	P101	Staff							
Geography																		
GGR 223 01	World Geog	MTWH	7:00- 9:00	J209A	Staff	*MTH 113 02	Inter Algebra	MTWH	9:10-11:10	P102	Staff							
GGR 223 02	World Geog	MTWH	9:10-11:10	J209A	Staff	*MTH 113 03	Inter Algebra	MTWH	11:20- 1:20	P102	Staff							
Geology																		
(Students registering for Geology courses must also register for the appropriate lab.)																		
GEO 114 01	Gen Geology	MTWH	9:10-11:10	G102	Staff	*MTH 113 71	Inter Algebra	MTWH	5:30- 7:30 N	P102	Staff							
GEO 114 11	Gen Geo Lab	TWH	11:30- 2:00	G102	Staff	*MTH 113A 01	Adv Algebra	MTWH	7:00- 9:00	P103	Staff							
Government																		
GOV 213 00	American Govt	TBA		ON TV	Staff	*MTH 113A 02	Adv Algebra	MTWH	9:10-11:10	P103	Staff							
GOV 213 01	American Govt	MTWH	7:00- 9:00	J116	R. Peters III	*MTH 113B 01	Trigonometry	MTWH	9:10-11:10	P104	Staff							
GOV 213 02	American Govt	MTWH																

Class Schedule

Subject	Description	Day	Hour	Room	Instructor	Subject	Description	Day	Hour	Room	Instructor
Nursing											
NSG 113N 01	Intro Nsg Ntrn	MTWH	9:10-11:10	T121	J.K. Hammond						
NSG 113P 01	Nsg Pharmacolgy	MTWH	11:20- 1:20	T127	M. Chartier						
Office Technology											
OFT 112T 01	Keyboarding	MTWH	7:00- 9:00	T241	Staff						
OFT 112T 71	Keyboarding	MTWH	7:40- 9:40 N	T241	Staff						
OFT 113R 61	Bus English	MTWH	5:30- 7:30 N	T204	Staff						
*OFT 123T 01	Int Typing	MTWH	7:00-11:10	T242	Staff						
*OFT 123T 71	Int Typing	MTWH	5:30- 9:40 N	T242	Staff						
*OFT 213T 01	Adv Typing	MTWH	7:00-11:10	T242	Staff						
*OFT 213T 81	Adv Typing	MTWH	5:30- 9:40 N	T242	Staff						
*OFT 213W 01	Word Processing	MTWH	9:10-11:25	T237	Staff						
*OFT 213W 61	Word Processing	MTWH	5:30- 7:45 N	T237	Staff						
Physics											
(Students registering for PHY 114B must also register in the appropriate lab.)											
PHY 114B 01	Gen Physics	MTWH	9:10-11:10	G227	B.O. Walker						
PHY 114B 11	Gen Phys Lab	TWH	11:30- 2:00	G227	B.O. Walker						
Psychology											
PSY 213 01	Intro Psy	MTWH	7:00- 9:00	P201	Staff						
PSY 213 03	Intro Psy	MTWH	7:00- 9:00	P203	Staff						
PSY 213 02	Intro Psy	MTWH	9:10-11:10	P201	Staff						
PSY 213 81	Intro Psy	MTWH	5:30- 7:30 N	P201	Staff						
PSY 223A 01	Child Grth Dev	MTWH	11:20- 1:20	P202	Staff						
PSY 223A 81	Child Grth Dev	MTWH	7:40- 9:40 N	P201	Staff						
Reading											
RDG 013R 01	Develp Reading I	MTWH	9:10-11:10	J233	Staff						
RDG 023R 01	Dvlp Reading II	MTWH	9:10-11:10	J235	Staff						
Real Estate Management											
REM 113 01	Prin Real Est	MTWH	9:10-11:10	T301	C.E. Keasler						
REM 113 72	Prin Real Est	TH	5:30- 9:40 N	T301	Staff						
REM 113D 01	Real Est Math	MTWH	11:20- 1:20	T301	C.E. Keasler						
REM 113D 71	Real Est Math	MW	5:30- 9:40 N	T301	F.O. Worthen						
Recreation: Tennis Teaching											
REC 112S 01	Tenis Camp Lab	TBA		TN CTS	Staff						
REC 114S 01	Tenis Camp Lab	TBA		TN CTS	Staff						
Respiratory Therapy											
(Students registering in Respiratory Therapy courses must also register in the required labs.)											
*RT 115S 01	Clinic Exp I	T	8:30- 3:00	T251	K.W. Stegall						
*RT 115S 11	Clnic Exp I Lab	MWH	6:30- 4:00	HOSP	K.W. Stegall						
*RT 213B 01	Seminar & C Pl	TH	8:00-12:00	T250	Staff						
Sociology											
SOC 213 02	Intro to Soc	MTWH	9:10-11:10	FA103	Staff						
SOC 213 01	Intro to Soc	MTWH	11:20- 1:20	FA103	Staff						
SOC 213 81	Intro to Soc	MTWH	5:30- 7:30 N	P202	Staff						
Spanish											
SPN 114 01	Elem Spanish I	MTWH	8:00-11:05	J232	Staff						
SPN 114 02	Elem Spanish I	MTWH	11:15- 1:20	J232	Staff						
SPN 211 00	Lang Practicum	MTWH		TBA	Staff						
Speech											
SPH 113A 01	Intr Sph Cmunc	MTWH	9:10-11:10	W202	Staff						
SPH 113A 02	Intr Sph Cmunc	MTWH	11:20- 1:20	W202	Staff						
SPH 113A 71	Intr Sph Cmunc	MTWH	5:30- 7:30 N	W202	Staff						
SPH 223A 01	Bs and Pro Spk	MTWH	11:20- 1:20	W203	Staff						
Theatre											
THE 113W 81	Theatre Wkshp	MTWH	7:40- 9:40 N	JBT	Staff						
THE 123W 81	Theatre Wkshp	MTWH	7:40- 9:40 N	JBT	Staff						
Summer Session II July 13 through August 16, 1989.											
Biology											
(Students registering for Biology courses must also register for the appropriate lab.)											
BIO 114A 01	Microbiology	MTWH	8:00-10:00	G202	J. Rozell						
BIO 114A 11	Micro Lab	MTWH	10:10-12:50	G106	J. Rozell						
BIO 124C 01	Intro Biology	MTWH	8:00-10:00	P001	Staff						
BIO 124C 11	Intro Bio Lab	MTW	10:15-12:45	G103	Staff						
BIO 124D 01	Anat and Phys	MTWH	8:00-10:00	GB2	M. Ott						
BIO 124D 11	Anat-Phys Lab	MTW	10:10-12:40	G105	M. Ott						
Business Administration											
BA 113A 71	Elm Accounting	MTWH	5:30- 7:30 N	T200	Staff						
*BA 123A 71	Elm Accounting	MTWH	7:40- 9:40 N	T200	Staff						
*BA 224 01	Prn Mngrl Acct	MTWH	8:00-10:00	T205	Staff						
*BA 224 21	Pr of Acct Lab	MTW	10:10-12:50	T205	Staff						
Chemistry											
(Students registering for Chemistry must also register for the appropriate lab.)											
*CHM 124 01	Gen Chemistry	MTWH	9:10-11:10	G200	M. Mills						
*CHM 124 11	Gen Chem Lab	TWH	12:30- 4:00	G225	M. Mills						
Child Development											
CD 113A	Sur Child Cr Mgt	MTWH	1:00- 3:00	J106	Staff						
Computer Science											
CS 112 01	Data Entry I	MTWH	7:00- 9:00	T231	D. Sharp						
CS 112 71	Data Entry I	MW	5:30- 9:40 N	T236	Staff						
CS 113A 01	Intro to Comp	MTWH	11:20- 1:20	T238	G.N. Beaton						
CS 113A 71	Intro to Comp	MW	5:30- 9:40 N	T240	Staff						

Class Schedule

Subject	Description	Day	Hour	Room	Instructor	Subject	Description	Day	Hour	Room	Instructor
English (continued from previous page)											
*ENG 213 01	World Lit	MTWH	11:20- 1:20	J200	Staff						
*ENG 213 82	World Lit	MTWH	7:40- 9:40 N	J200	Staff						
*ENG 223 01	World Lit	MTWH	9:10-11:10	J200	Staff						
*ENG 223 02	World Lit	MTWH	9:10-11:10	FA100	Staff						
*ENG 223 81	World Lit	MTWH	5:30- 7:30 N	J200	Staff						
Geography											
GGR 223 01	World Geog	MTWH	9:10-11:10	J208	Staff						
Geology											
(Students registering for Geology courses must also register for the appropriate lab.)											
GEO 124 01	Gen Geology	MTWH	9:10-11:10	G204	J.M. Burkett						
GEO 124 11	Gen Geo Lab	TWH	11:30- 2:00	G102	J.M. Burkett						
Government											
GOV 213 01	American Govt	MTWH	9:10-11:10	J116	Staff						
GOV 213 81	American Govt	MTWH	5:30- 7:30 N	J116	Staff						
GOV 223 00	Am and St Govt	TBA	ON TV	Staff							
GOV 223 01	Am and St Govt	MTWH	9:10-11:10	J112	D. Ligon						
GOV 223 02	Am and St Govt	MTWH	9:10-11:10	J102	Staff						
GOV 223 03	Am and St Govt	MTWH	11:20- 1:20	J116	D. Ligon						
GOV 223 81	Am and St Govt	MTWH	5:30- 7:30 N	J112	Staff						
GOV 223 82	Am and St Govt	MTWH	7:40- 9:40 N	J112	Staff						
Health and Physical Education											
(HPE 111 is the required Activity Course.)											
HPE 111 01	Fresh Hlth PE	MTWH	9:10-11:10	HPE208	Staff						
HPE 111 02	Fresh Hlth PE	MTWH	1:30- 3:30	HPE208	Staff						
HPE 211H 01	Scuba Diving	MTWH	2:00- 4:00	HPE143	Staff						
HPE 211L 01	Weight Traing	MTWH	3:40- 5:40	WG WTR	Staff						
HPE 211W 01	Racquetball	MTWH	11:20- 1:20	HPE131	Staff						
HPE 221L 01	Weight Traing	MTWH	3:40- 5:40	WG WTR	Staff						
HPE 221R 01	Aerobic Dance	MTWH	11:20- 1:20	HPE153	Staff						
Health Science											
HSI 120 11	Med Liab Ins	TBA			M. Jackson						
History											
HST 123A 01	Ws Civ Mod Tms	MTWH	7:00- 9:00	J208	P.E. Jones						
HST 213 01	Hist of the US	MTWH	7:00- 9:00	J205	R. Glover						
HST 213 02	Hist of the US	MTWH	9:10-11:10	J205	R. Glover						
HST 213 81	Hist of the US	MTWH	5:30- 7:30 N	J205	Staff						
HST 223 00	Hist of the US	MTWH	ON TV	Staff							
HST 223 01	Hist of the US	MTWH	7:00- 9:00	J207	E.W. Keith						
HST 223 02	Hist of the US	MTWH	9:10-11:10	J207	E.W. Keith						
HST 223 03	Hist of the US	MTWH	9:10-11:10	J209	P.E. Jones						
HST 223 82	Hist of the US	MTWH	7:40- 9:40 N	J205	Staff						
Legal Assistant											
LA 123A 01	Lgl Itv-Hm Rel	MTWH	9:10-11:10	T313	C.L. Braymer						
LA 223A 61	Lw of Mgt-Prcd	MTWH	5:30- 7:30 N	T313	C.L. Braymer						
Management											
MGT 113C 01	Human Rel Mang	MTWH	9:10-11:10	T247	M.C. Cassel						
MGT 113C 71	Human Rel Mang	MTWH	5:30- 7:30 N	T247	Staff						
MGT 113S 01	Small Bus Mngrm	MTWH	11:20- 1:20	T247	M.C. Cassel						
MGT 113S 71	Small Bus Mngrm	MTWH	7:40- 9:40 N	T247	Staff						
Mathematics											
(In order to better assure students of a chance of successful completion, a Mathematics Placement Test will be administered to all students enrolling in their first college mathematics course.)											
MTH 013D 01	Dev Math	MTWH	9:10-11:10	P100	Staff						
MTH 013E 01	Pre Algebra	MTWH	9:10-11:10	P200	Staff						
MTH 013E 71	Pre Algebra	MTWH	5:30- 7:30 N	P101	Staff						
*MTH 013L 01	Intro Algebra	MTWH	7:00- 9:00	P103	C.G. Moore						
*MTH 013L 02	Intro Algebra	MTWH	9:10-11:10	P102	Staff						
*MTH 013L 81	Intro Algebra	MTWH	7:40- 9:40 N	P101	Staff						
*MTH 113 01	Inter Algebra	MTWH	7:00- 9:00	P102	Staff						
*MTH 113 02	Inter Algebra	MTWH	9:10-11:10	P103	Staff						
*MTH 113 71	Inter Algebra	MTWH	5:30- 7:30 N	P104	Staff						
*MTH 113A 01	Adv Algebra	MTWH	9:10-11:10	P104	Staff						
*MTH 113A 02	Adv Algebra	MTWH	11:20- 1:20	P101	Staff						
*MTH 113B 01	Trigonometry	MTWH	9:10-11:10	P105	Staff						
*MTH 113B 02	Trigonometry	MTWH	11:20- 1:20	P102	Staff						
*MTH 113G 01	Int Mod Mth I	MTWH	11:20- 1:20	P103	Staff						
*MTH 113K 01	Finte Mth Bus	MTWH	9:10-11:10	P109	Staff						
*MTH 113K 02	Finte Mth Bus	MTWH	11:20- 1:20	P109	Staff						
*MTH 123E 01	Applied Mth II	MTWH	11:20- 1:20	P104	Staff						
*MTH 123G 01	Int Mod Mth II	MTWH	9:10-11:10	P111	Staff						
*MTH 123K 01	Mth Anal Bus	MTWH	11:20- 1:20	P111	Staff						
*MTH 213B 01	Calc II & A G	MTWH	8:0-11:10	P101	Staff						
Medical Laboratory Technology											
MED 123S 01	Clinic Prac I	MTWH	9:05-12:50	T227	P.L. Hobbs						
Nursing											
NSG 113N 01	Intro Nsg Ntrn	MTWH	11:20- 1:20	T121	J.K. Hammond						
NSG 113P 01	Nsg Pharmclgy	MTWH	9:10-11:10	T127	L. Adamson						
Office Technology											
OFT 112T 81	Keyboarding	MTWH	7:40- 9:40 N	T241	Staff						
OFT 123C 61	Business Comm	MTWH	5:30- 7:30 N	T241	Staff						
OFT 123T 01	Int Typing	MTWH	7:00-11:10	T242	Staff						
OFT 123T 81	Int Typing	MTWH	5:30- 9:40 N	T242	Staff						
OFT 213T 01	Adv Typing	MTWH	7:00-11:10	T242							

Continuing Education/Community Services

Registration, Come in Person or Use The Mail

Register early to be sure of a place in the class of your choice. Early registration often prevents cancellation of a class with light enrollment. Registration is accepted by mail until one week prior to the first class meeting or in person Monday through Friday 8 a.m. to 4 p.m.

To enroll, select your course(s) and complete one registration form per course (copies accepted). Checks or money orders payable to Tyler Junior College are accepted (no cash, please). Registration is not complete until fees are paid. Telephone registration is not accepted.

Register for **Vocational Training** courses in person or by mail:

Tyler Junior College
402 West Front Street
Tyler, Texas 75702

Register for **Lifelong Learning** courses in person at the Health and Physical Education Center on the Tyler Junior College campus or by mail:

Tyler Junior College
Community Services
P. O. Box 9020
Tyler, Texas 75711

Class Cancellations/Fee and Refund Policy

Tyler Junior College reserves the right to cancel, combine, or divide classes to change the time, date, place, or course offerings, and to do so without incurring obligation.

Requests for refunds must be made in person at the appropriate Continuing Education or Community Services office. Original receipts are needed to process refunds. Refund policy is: 100% prior to first day of class, 80% on first day of class and no refund after the first day of class.

Continuing Education

Vocational Training Opportunities

All course dates, times, fees, etc., are to be announced.

For more information, call 214-597-1536.

Arts and Crafts

Silk Flower Arranging, Beginner
Silk Flower Arranging, Advanced
Sewing: Clothing Construction
Sewing: Crafts

Automotive

Defensive Driving
Auto Electronics, Beginner
Auto Electronics, Intermediate
Auto Air Conditioning and Heating
Auto Upholstery and Trim

Business/Management

So You Want To Own Your Own Business
Ethics For Business and Management
The Supervisor's Survival Kit
Marketing Your Small Business
Fundamental Supervisory Skills
Interpersonal Supervisory Skills
Supervisory Management Skills

Computers

Lotus 1-2-3, Beginner
Lotus 1-2-3, Intermediate
Lotus 1-2-3, Advanced
Using MS-DOS, Introduction
MS/PC-DOS: Managing Your Hard Disk
Super Calc, Beginner
Super Calc, Intermediate
Super Calc, Advanced
Computer-Aided Drafting, Beginner
Computer-Aided Drafting, Intermediate
Computer-Aided Drafting, Advanced

Cooking and Dietetic

Food Handlers Certification
ISD Food Schools
Cajun Cooking

Health Occupations

Nursing Home Administrators Update:
Cost Management
Management of Marketing and Public Relations
Student Nurse Update
ADN Math Update
Drug Calculation Math Review
Nurse Aide Practical Skills Exam Review
Nurse Aide

Medication Aide
Medication Aide Update
CPR Basic
CPR Instructor
CPR Instructor Recertification
Activities Director
Gerontology Series:
Social Environment and Aging
Mental Health and Aging
Physical Health and Aging

Office Occupations

Typing/Keyboarding
Image Improvement for the Job
Office Organization
Word Processing—Includes choice of:
WordStar, WordPerfect, Multimate,
Display Write

Real Estate

Principles
Math
Law
Brokerage
Contracts
Residential Construction (related)
Marketing
Investments
Finance
Property Management
Land Records (related)
Fair Housing Seminar
Salesman's Exam Review
Appraisal

Special Interest

Wild Edibles
Dog Obedience
Dog Grooming
Money Management and Investments
Private Pilot Ground School
Photography Techniques:
How to Use Your 35mm Camera
Police Reserves, Basic
Police Reserves, Intermediate
Police Reserves, Advanced
Picture Framing and Matting
Insurance Agents Update:
Personal Lines Insurance
Business Auto Policy and Garage Liability
Life, Health, and Annuities Insurance

Subject	Date	Day	Hour	Place	Fee
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Community Services

Lifelong Learning Opportunities

For more information, call 214-531-2552.

Aquatics

Aqua Tots (ages 3-5)	6/5-6/15	M-H	9-10 a.m.	AC	\$25*
Aqua Tots (ages 3-5)	6/19-6/29	M-H	9-10 a.m.	AC	\$25*
Aqua Tots (ages 3-5)	7/10-7/20	M-H	9-10 a.m.	AC	\$25*
Aqua Tots (ages 3-5)	7/24-8/3	M-H	9-10 a.m.	AC	\$25*
Beginner Swim	6/5-6/15	M-H	10-11 a.m.	AC	\$25*
Beginner Swim	6/19-6/29	M-H	10-11 a.m.	AC	\$25*
Beginner Swim	7/10-7/20	M-H	10-11 a.m.	AC	\$25*
Beginner Swim	7/24-8/3	M-H	10-11 a.m.	AC	\$25*
Advanced Beginner Swim	6/5-6/15	M-H	10-11 a.m.	AC	\$25*
Advanced Beginner Swim	6/19-6/29	M-H	10-11 a.m.	AC	\$25*
Advanced Beginner Swim	7/10-7/20	M-H	10-11 a.m.	AC	\$25*
Advanced Beginner Swim	7/24-8/3	M-H	10-11 a.m.	AC	\$25*
Intermediate Swim	7/10-7/20	M-H	9-10 a.m.	AC	\$25*
Intermediate Swim	7/24-8/3	M-H	9-10 a.m.	AC	\$25*
Fitness Swim	6/5-8/24	M-H	8-9 a.m.	AC	\$30*
Fitness Swim	6/5-8/24	M-H	5:30-6:30 p.m.	AC	\$30*
Family Fun Swim	6/5-8/23	MW	6:30-8 p.m.	AC	\$20**
Beginner Swim for Terrified Adults	6/6-6/29	TH	6:30-7:30 p.m.	AC	\$25*

**The fees shown for Family Fun Swim are for an individual. Fee for couple registering together is \$15 each, \$10 for a child (under 18) registering with an adult.

Arts and Crafts

Calligraphy, Beginning	6/12-8/21	M	6:30-8:30 p.m.	G201	\$40*
Weaving	6/20-7/27	TH	10 a.m.-2 p.m.	FA102	\$55*
Oil Paint Workshop	7/11-7/27	TH	10 a.m.-12 noon	G203	\$25*

Camp/Youth Programs

Tennis Camp I	6/11-6/17	U-S		\$300
Tennis Camp II	6/18-6/24	U-S		\$300
Tennis Camp III	6/25-7/1	U-S		\$300
Cheerleader Camp, High School	6/18-6/21	U-W		\$80
Cheerleader Camp, Junior High School	6/22-6/24	H-S		\$70
Dance and Drill Workshop	6/21-6/23	W-F		TBA
Band Camp	6/25-6/30	U-F		†
Basketball Camp, Girls	7/9-7/14	U-F		†
Basketball Camp, Boys	7/23-7/28	U-F		†
Twirling Camp	7/16-7/21	U-F		\$125
Yearbook Workshop	7/19-7/21	W-F		TBA
Volleyball Camp	8/6-8/11	U-F		\$75
Junior Excellence (ages 8-10)	7/10-7/21	M-H		\$80
Junior Excellence (ages 11-13)	7/10-7/21	M-H		\$80

†\$125 Resident/\$85 Commuter; ‡\$175 Resident/\$145 Commuter.

Communications: Written/Oral/Visual

Desktop Publishing, Introductory	6/10-7/1	S	9 a.m.-1 p.m.	P204	\$35
Desktop Publishing, Intermediate	7/22-8/12	S	9 a.m.-1 p.m.	P204	\$35
Sign Language	TBA	TBA	TBA	TBA	TBA
Writing Your Roots: Genealogy	7/11-7/25	T	6-9 p.m.	J106	\$15
Speak Easy (Communication Skills)	7/11-8/15	T	6:30-8:30 p.m.	J102	\$30
Speed Reading	7/13-8/17	H	6:30-8:30 p.m.	ICLC	\$30

Dance/Music

Creative Movement	6/6-6/27	T	9-10 a.m.	FA104	\$25
Creative Movement	7/11-8/1	T	9-10 a.m.	FA104	\$25
Ballet, Beginner	6/8-6/29	H	9-10 a.m.	FA104	\$25
Ballet, Beginner	7/6-7/27	H	9-10 a.m.	FA104	\$25
Ballet, Advanced	6/8-6/29	H	10-11 a.m.	FA104	\$25
Ballet, Advanced	7/6-7/27	H	10-11 a.m.	FA104	\$25
Ballet, Pointe	6/6-6/27	T	10-11 a.m.	FA104	\$25
Ballet, Pointe	7/11-8/1	T	10-11 a.m.	FA104	\$25
Ballet, Ladies	6/6-6/27	T	7-8 p.m.	FA104	\$25
Ballet, Ladies	7/11-8/1	T	7-8 p.m.	FA104	\$25
Suzuki Piano	TBA	TBA	TBA	TBA	TBA
Kindermusik	TBA	TBA	TBA	TBA	TBA

Legend of Schedule Symbols

M — Monday	S — Saturday
T — Tuesday	U — Sunday
W — Wednesday	* Indicates Supplies or
H — Thursday	Textbooks Needed
F — Friday	

TBA — To Be Announced
PB — Powell Building
402 West Front Street
(Located near downtown)

Class Schedule

Subject	Date	Day	Hour	Place	Fee
Community Services, continued					
Personal and Professional Development					
Explore the Ramses	5/16-5/20	THS	Varies	HPE207	\$42
Explore the Ramses	6/13-6/17	THS	Varies	HPE207	\$42
Explore the Ramses	7/11-7/15	THS	Varies	HPE207	\$42
Explore the Ramses	8/15-8/19	THS	Varies	HPE207	\$42
TASP Test Review	5/20-6/3	S	9:30 a.m.-2 p.m.	G200	\$35*
Counseling the Blended Family†	6/6-6/27	T	12 noon-4 p.m.	J102	\$35
How To Pack For a Trip	6/8 only	H	6-8 p.m.	J111	\$10
Counseling The Single Parent Family†	7/25-8/15	T	12 noon-4 p.m.	J102	\$35
Teen Pregnancy: A Growing Concern†	8/10 only	H	8:30 a.m.-4 p.m.	JBT	\$10

*LPC Credit Pending

Physical Education/Recreation/Sports

Aerobics	6/5-8/23	MW	4:30-5:30 p.m.	HPE153	\$30
Nautilus Weight Training	6/5-8/23	MW	6-7 p.m.	HPE212	\$35
Racquetball	6/5-6/28	MW	6-7 p.m.	HPE131	\$25
Tennis Clinic, Ladies	6/5-6/9	M-F	9-11 a.m.	TN CTS	\$30
Tennis Clinic, Tots	6/5-6/9	M-F	9-11 a.m.	TN CTS	\$30
Tennis Clinic, Juniors	6/5-6/9	M-F	2-4 p.m.	TN CTS	\$30
Tennis Clinic, Adults	6/5-6/9	M-F	6-8 p.m.	TN CTS	\$30
Golf	6/5-6/28	MW	6-7 p.m.	HPE169	\$25
Hunter Safety	6/10-6/17	S	9 a.m.-4 p.m.	G204	\$15
Hunter Safety	7/15-7/22	S	9 a.m.-4 p.m.	G204	\$15
Hunter Safety	8/19-8/26	S	9 a.m.-4 p.m.	G204	\$15

LIFEMAX—Beginning January 2, 1989, Tyler Junior College will be offering personal fitness assessment and wellness planning designed to the individual needs as related to physiological, psychological, and sociological well being.

Fitness assessment and prescription alone is \$65.

Fitness assessment, prescription and 8 weeks of exercise in the Health and

Physical Education Center is \$110.

The LIFEMAX Comprehensive plan includes fitness assessment, prescription, 8-week exercise program and post-assessment for \$155.

To make your appointment call: 531-2553.

*Indicates books or supplies needed.

Glossary of Terms

Admissions Office—The office and staff that receive applications for admission of students.

Concurrent Enrollment—Students who are enrolled in two institutions at the same time.

Counseling—Guidance provided by professional counselors in arts and sciences, technology, vocational, social and personal matters.

Course Change Period—The period designated in the catalog in which students can add or drop courses.

Freshman Orientation—A course designed to help students bridge the gap between high school and college. Required for all full-time day students during their first semester of enrollment.

Full-time Students—A student enrolled for 12 or more semester hours.

Grade Point—The numerical value of a college letter grade. Honor points per semester: A-4, B-3, C-2, D-1, F-0.

Part-time Students—A student enrolled for 11 or less semester hours.

Prerequisite—A requirement that must be satisfied before enrolling in a particular course (usually a previous course), or consent of program coordinator.

Registrar—An officer of the College responsible for registering students, keeping academic records and evaluating their credentials.

Semester Hour—One semester hour represents one lecture hour per week for 16 weeks, or for one semester.

Transcript—An official copy of a student's educational record.

Transfer Student—A student who has attended one educational institution and now attends a different institution.

Withdrawal—A student who has withdrawn from a class or from school, upon submission of a withdrawal petition to the Registrar's Office. "W" means withdrawing while passing. "WF" means withdrawing while failing.

Veteran Student Information

Veteran students and qualified dependents should be aware of the following facts:

- You must apply for benefits **each semester**. **Nothing is automatic**. All forms and assistance are available on campus from Veterans' Services located in the Registrar/Admissions Office.
- Veterans' Services Hours: Monday-Fridays: 8 a.m. to 4:30 p.m.

A veteran or qualified dependent must be a registered student before forms can be submitted to the Veterans Administration Regional Office for application for benefit payments. Evidence of enrollment must be furnished to the Tyler Junior College Veterans' Services each enrollment period in order for benefit payment to continue.

Students will be certified only for courses outlined in their degree objective approved by the Veterans Administration.

• VARO toll-free number to Waco—1-800-792-3271 available for inquiries regarding educational benefits as well as other types of questions.

• Hazlewood Act. Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. They may be exempt from tuition and fees if they meet all the following requirements:

1. Currently a Texas resident.
2. A Texas resident at the time of entrance into the service.
3. Have an honorable discharge.
4. Have a copy of discharge papers (DD 214) on file at Tyler Junior College.

5. Proof that all other federal assistance funds have been exhausted.

For further information, contact Veterans' Services in the Registrar/Admissions Office.

Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711
214-531-2523

Refund Policy

(For Summer School Only)

Complete Withdrawal

Students who officially withdraw from Tyler Junior College by completing proper forms in the Registrar's Office shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	0%

Partial Withdrawal

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

During the first four class days	100%
After the fourth class day	0%

TJC Bookstore Has Got What You Need!

The TJC Bookstore is in the Student Center. As soon as you know what books you need, come see us in the Student Center just inside the door next to the parking lot.